

AMSSB-GCF-AL

MEMORANDUM FOR Incoming TDY Students

SUBJECT: Guidelines of Army Lodging

1. Welcome to Aberdeen Proving Ground. The Swan Creek Inn/ River Lodge staff is available to assist you and will do everything possible to make your stay pleasant. The following procedures are provided to help ensure your stay is pleasing and productive.
2. The Manager, Army Lodging is responsible for assignment to and operation of all unaccompanied personnel quarters. Rules and regulations are in accordance with Army Regulations (AR) and Aberdeen Proving Ground Support Activity Regulations (APGSAR).
3. The organization of Army Lodging is set up under AR 710-2 as a hand receipt-type organization. However, the fact that one individual holds the hand receipt for all property does not reduce the personal responsibility of all occupants having property entrusted to their care. AR 735-5 states that military personnel or civilians of the Army who occupy assigned Government quarters acquire responsibility for the proper care of the quarters and furnishings.
4. The property in your accommodations, which is authorized by CTA 50-909, has been inventoried and condition coded and is serviceable, except as noted on the form titled "Inventory and Condition of Furniture" which is posted in your accommodations. By virtue of occupancy, the occupant assumes responsibility for loss, damage or destruction due to their negligence or that of their guest. Irregularities will be reported to Army Lodging within 12 hours of occupancy.
5. The Front Desk, in building 2207 is operational 24 hours a day 7 days a week to assist you.
6. The Commanding Officer, U.S. Army Garrison, and Aberdeen Proving Ground have approved the service fee assessed to the occupants. Service fees are due by the 1st of each month for all charges accrued the previous month. A late fee of 5% (of the previous months balance) will be added on the 11th of each month to delinquent accounts. On the 15th day, commander will be notified of delinquent accounts and their assistance requested in collection of the debt. On the 20th day, the room phone will be turned off to prevent further accrual of charges.

AMSSB-GCF-AL

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Any occupant retaining their room while on leave or in the hospital is responsible for service fees unless prior arrangements have been made. Individuals having difficulty receiving per diem must notify their commander to make payment arrangements with transient lodging to avoid late fee. Notification must be made on a monthly basis.

8. Housekeepers are assigned to transient lodging quarters and will provide service as outlined in the Housekeeper's Procedures posted on all bulletin boards. Responsibilities of the Housekeepers do not include washing dishes, picking up clothes and shoes, or removing washed or unwashed dishes from the sink or table prior to cleaning. This is the responsibility of the occupant. Each occupant will cooperate in keeping the bathrooms, hallways, lounges, and storage areas and outside areas in a high state of cleanliness. Deviation in housekeeping procedures will be reported.

9. Adequate parking spaces are provided. Vehicles will not be parked or driven on sidewalks, service roads or grassed areas. The washing of cars in the parking lot is prohibited.

10. Pictures may be hung from walls with special picture hangers, available at Army Lodging. No nails, tacks, etc., will be driven into walls, nor will racks or shelves be attached to walls or ceilings. Conduits or steam pipes will not be used for support of clothing, pictures or other items.

11. Window screens must be hooked at all times. Windows and doors should be locked during the occupant's absence for any period of time. Rooms should be locked at night to prevent thefts. Baggage excess to the needs of occupants may be stored in storage rooms. Housekeepers' room and attics will not be used for storage or entered by unauthorized personnel. Army Lodging is not responsible for losses of occupants' personal property.

12. Lights and electrical equipment should not be left on while occupant is out of their room. Cooking devices such as hot plates, electric fryers, broilers, popcorn makers, etc., are prohibited. Electrical appliances, except radios, stereos and clocks will not be placed on quarter's furniture. Occupants owning such items will ensure that they are not used within the quarters. Authority to install air conditioners must be approved by the Director of Public Works prior to installation. Requests will be forwarded in writing through Army Lodging.

AMSSB-GCF-AL

SUBJECT: Guidelines of Army Lodging

13. Pets are prohibited in and around Army Lodging quarters.
14. There will be no loud talking or singing after 2300. The volume on radios and TV sets will be turned low after 2300.
15. Occupants are urged to submit suggestions to the Manager, Army Lodging for improvement of the services provided.
16. Complaints of inadequate heat or hot water, service or maintenance should be reported to Army Lodging, extension 7720 or 7721.
17. FIRE REGULATIONS: Fire prevention is the duty and responsibility of each occupant assigned to these quarters. Occupants will refrain from throwing matches, cigarettes, cigars, and pipe ashes in trash containers. These will be disposed of in approved ashtrays. Gasoline, oil, charcoal, etc., will not be stored in unaccompanied personnel quarters. The following procedure should be complied with in case of fire: When a fire is detected, locate the nearest fire alarm and pull down. These fire alarms are red in color and are located on the wall at various locations throughout the building. Call 911 once the alarm is pulled, and vacate the building immediately. When vacating the building, please have a central area for everyone to meet, such as the parking lot. Fire evacuation plans are posted in each room.
18. Transient mess facilities are available to all occupants of unaccompanied personnel housing.
19. Occupants residing in the following quarters are authorized to have one overnight guest, with a written statement from their roommate: 2208, 2209, and 2504. A family member visitation notice is to be completed at the front desk. A \$5.00 charge will be added per day. In accordance with the Department of Defense Military Pay Allowance and Entitlement Manual, if 30 days are accumulated, the loss of Basic Allowance for Housing (BAH) will occur. The 30 days are a total of all visits.
20. Bikes are not authorized to be kept in rooms. Bike racks are provided or bikes may be stored in authorized storage spaces.

AMSSB-GCF-AL

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21. INSPECTIONS: The APG Fire Department is required to make periodic inspections of all quarters within our lodging system to ensure Billeting management as well as occupants are adhering to the APG Fire Code Regulations. Army Lodging Quarters Inspectors are also required to make frequent unannounced inspections of all quarters to ensure that there is no damage to Government property; missing property; maintenance requirements, quality of housekeeping service and ascertain that the level of personal housekeeping by the occupant is in no way impeding daily housekeeping by the Army Lodging Housekeeping Staff. Violations of regulations will be written for each occupant in violation of fire, safety or housekeeping policies. Each occupant will be given ample time to correct the violation and be reinspected. Noncompliance will result in notification of their commander for corrective action.

22. Upon check out, the occupant must have personal belongings removed from the room and the door must be locked. Occupants will then proceed to the front desk to turn in their key and pay their final bill by 1100 hours or a late fee will be added. Under no circumstances is the occupant to leave the room unsecured and return to the room after final check out and return of key. This is considered misuse of Government property and could involve the Post Police.

Carolyn A. Lamp
Lodging Manager
Aberdeen Proving Ground